

Developmental Disabilities Council
Reading Cover Page

Date: March 17, 2005

Meeting: Governance

Reading Number: 05-G-01

Issue: Draft New Executive Director
Evaluation Form

Included in the Reading:

Draft New Form
Policy 409 Executive Director
Evaluation Criteria

Background/Summary:

At the January meeting, members discussed revising the Executive Director Evaluation. Staff was asked to find out what other DD Councils were using for their Executive Director Evaluation and to draft a new form for discussion.

Action: Review for discussion

Focus Question(s): If there are any questions, please contact Clare Billings at 1-800-634-4473, clareb@cted.wa.gov

Executive Director Evaluation Form
Discussion Draft 2
March 2005

Please answer the following questions by checking the appropriate box. Provide additional feedback on the comments lines.

“Do” Policies

A. Assure staffing the implementation of State Plan planning process:

1. Does the Executive Director provide staff support and technical assistance to the Council workgroups and Committees?

Yes ☐ No ☐

Comments _____

2. Does the Executive Director provide staff support for research and analysis of issues under consideration by the Council?

Yes ☐ No ☐

Comments _____

3. Does the Executive Director keep you informed about pending deadlines and potential impacts of the decisions being considered?

Yes ☐ No ☐

Comments _____

B. Implementing the State Plan Activities:

4. Does the Executive Director contract with outside agencies and supervise staff activities to achieve performance targets?

Yes ☐ No ☐

Comments _____

5. Does the Executive Director intervene and resolve contract compliance issues when they came up?

Yes ☐ No ☐

Comments _____

6. Does the Executive Director provide an Annual Program Performance Report that accurately reflects the activities of the Council?

Yes ☐ No ☐

Comments _____

7. Does the Executive Director manage the Council's budget within the Council's approved State Plan activities?

Yes ☐ No ☐

Comments _____

C. Directing the management of the Council:

8. Does the Executive Director provide for supports and services to assure access to and opportunity for full participation of all Council members in Council meetings and activities?

Yes ☐ No ☐

Comments _____

9. Does the Executive Director maintain a sufficient number of qualified staff that, working as a team, provides technical assistance to the Council's committees and workgroups?

Yes ☐ No ☐

Comments _____

10. Does the Executive Director maintain a sufficient number of task forces, coalitions, associations, advisory groups, or advisors to assist in management responsibilities?

Yes ☐ No ☐

Comments _____

D. Representing the Council:

11. Does the Executive Director represent the Council within the parameters set forth in the policies approved by the Council?

Yes ☐ No ☐

Comments _____

12. Does the Executive Director communicate the Council's messages to the media?

Yes ☐ No ☐

Comments _____

13. Does the Executive Director authorize staff or Council members to represent or speak on behalf of the Council?

Yes ☐ No ☐

Comments _____

14. Does the Executive Director monitor and provide information to public policy makers about issues that impact people with developmental disabilities and their families?

Yes ☐ No ☐

Comments _____

15. Does the Executive Director support the Council Chair in his capacity as liaison between the Council and the Governor, and other state, federal or local officials as the Council may determine?

Yes ☐ No ☐

Comments _____

16. Does the Executive Director provide information and technical assistance to Council officers, Committee/ Workgroup Chairs as required?

Yes ☐ No ☐

Comments _____

E. Monitoring & collaborating with state and local agencies:

17. Does the Executive Director monitor and collaborate with state and local agencies that provide funding or services for people with developmental disabilities?

Yes ☐ No ☐

Comments _____

F. Providing Reports:

18. Does the Executive Director provide reports on:

Staff Activities Yes ☐ No ☐

Council Budgets Yes ☐ No ☐

Contractor/Project Activities Yes ☐ No ☐

Legislative/Public Policy issues Yes ☐ No ☐

State Plan Implementation Yes ☐ No ☐

Emerging Issues Yes ☐ No ☐

Comments: _____

“Don’t” Policies

G. Not doing any of the following:

19. Has the Executive Director overspend the Council budget?

Yes ☐ No ☐

Comments _____

20. Has the Executive Director expressed opinions contrary to those adopted by the Council?

Yes ☐ No ☐

Comments _____

21. Has the Executive Director engaged in advocacy activities that are contrary to positions adopted by the Council?

Yes ☐ No ☐

Comments _____

22. Has the Executive Director entered into a contract with a vendor or individual that did not meet the minimum criteria for selection for funding?

Yes ☐ No ☐

Comments _____

23. Was the Executive Director late in meeting deadlines established by the Council or federal/state agencies?

Yes ☐ No ☐

Comments _____

24. Was the Executive Director unresponsive to Council members' requests for accommodations?

Yes ☐ No ☐

Comments _____

25. Did the Executive Director assume an inappropriate policy-setting role for the Council?

Yes ☐ No ☐

Comments _____

26. Did the Executive Director violate any state laws, rules or regulations in the management of the Council?

Yes ☐ No ☐

Comments _____

27. Did the Executive Director exceed the delegations made by the Council?

Yes ☐ No ☐

Comments _____

H. Overall how do you evaluate the Executive Director's performance on a scale of 1 to 5?

5 is the highest score and 1 is the lowest score.

Circle your choice or write your score here _____.

1

2

3

4

5

Please feel free to add additional comments, observations and recommendations you have below:

Optional – Please Check the box that applies to you:

Self-advocate ☐

Family member ☐

Agency representative or other ☐

Thank you for completing the Executive Director
Evaluation form, your input is appreciated and valued.

Please return the form to George Walker in the enclosed
envelope



Policy No. 409

Executive Director Evaluation Criteria

Approved: November 19, 1999

"Do" Policies

Do assure the staffing of the implementation of the Council's State Plan planning process by:

- Providing staff support and technical assistance to Council workgroups and committees;

- Providing research and analysis of issues under consideration by the Council; and

- Informing Council members about pending deadlines and potential impacts of the decisions they are considering.

Do implement the State Plan activities by:

- Contracting with outside agencies and/or supervising staff activities to accomplish outcome measures and performance targets;

- Assuring the timely intervention when contract compliance issues are discovered;

- Assuring that annual program performance report accurately reflects the activities of the Council;

- Reporting to Council Workgroups on Plan implementation progress, including but not limited to awarding of contracts; and

- Operating within the plan activity budget approved by the Council.

Do direct the management of the Council by:

- Providing the necessary accommodations to give Council members the opportunity to participate fully in Council and related activities;

Assuring the adequate number, qualification, and supervision of staff, working as a team, to support and provide technical assistance to the Council, its committees, workgroups and other ad hoc committees it establishes; and

Maintaining a sufficient number of task forces, coalitions, associations, advisory groups and/or advisors to assist in management responsibilities.

Do represent the Council by:

Speaking on behalf of the Council within the parameters set forth in the policies approved by the Council;

Developing communication with those in the media;

Authorizing staff or Council members to represent or speak on behalf of the Council;

Monitoring and providing information to public policy makers on issues which impact people with developmental disabilities and their families;

Supporting the Council Chair in his capacity as liaison between the Council and the Governor and other state, federal or local officials as the Council may determine; and

Providing information and/or technical assistance to Council officers, Committee Chairs, and Workgroup Chairs as may be required or requested.

Do monitor the Department of Social and Health Services and other state agencies funding or providing programs for people with developmental disabilities as their programs impact the issues or activities identified in the State Plan.

Do make specified reports to the Council on:

Progress reports on “do and don’t policies”;
Staff activities;
Council budget;
Contractor activities;
Legislative and public policy matters;
Progress in the State Plan Implementation;
Emerging issues; and/or
Other items as determined by the Council

Do represent the Council in working with, forming partnerships, and assuming leadership, when appropriate, with other federal, state and/or local agencies, organizations, coalitions, associations, and other such groups to further the agenda of the Council's State Plan and pass on involvement in those which don't.

"Don't" Policies

Do not overspend the Council budget.

Do not express opinions contrary to those adopted by the Council.

Do not engage in advocacy activities that are contrary to positions adopted by the Council.

Do not enter into a contract with a vendor or individual which does not meet the minimum criteria for meeting project outcomes as determined by the Council.

Do not be late in meeting deadlines established by the Council or federal/state agencies.

Do not be unresponsive to Council members to assure full and active participation on Council meetings or related activities.

Do not assume a policy setting role for the Council.

Do not violate state laws, rules or regulations in the management of the Council.

Do not violate delegations from the Council to the Executive Director and seek necessary clarification when delegation is unclear.